



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Project Manager, Data Processing [Classified Competitive]</b>			Salary <b>S30 \$77,767.30 - \$110,979.19</b>
Posting Number <b>153-15</b>	Position Number <b>951818</b>	Number of Positions <b>1</b>	Posting Period * From: <b>10/21/15</b> To: <b>11/4/15</b>
Location: <b>Management and Administration/Office of Info &amp; Technology Services 25 S. Stockton Street, 4th Floor, Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

Manages and plans team activities and responses related to Server Administration, Disaster Recovery, Information Backup to support Department goals, including application rolls-outs, server emergencies, command patching, relocations, server maintenance, etc. Reassign staff to address emerging issues, facilitate cross-training and/or capitalize on technical skill sets. Leads team meetings pertinent to researching or evaluating current process review and improvements, quality assurance methodologies, equipment (hardware or software) upgrades, best practices, customer service issues. Manage and design technical work schedule and develop detailed project plans including time lines. Supervises and advises staff regarding programming, testing, troubleshooting server systems, failures etc, to facilitate proper interfaces with internal and external users. Supervise the development and maintenance of department disaster recovery plans, strategies and responses including testing protocols, designing data transfer and storage schedules, methods and obligations, ensuring compatibility with operational program legal or administrative requirements, identifying HIPAA or other personal identifying information for security compliance. Supervises staff in the development of detailed reports or documentation regarding infrastructure systems design, testing protocols, modifications, etc., to ensure historical events can be reviewed and utilized in future troubleshooting, response, training, etc.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE:** Five (5) years of experience in data processing systems design and analysis for a large public or private information processing facility, including at least three (3) years of experience with systems software in a multi programming, third generation communications environment, one (1) year of which shall have been in a supervisory capacity.

**NOTE:** Applicants may substitute a Master's degree in Data Processing or Computer Science for one (1) year of nonsupervisory experience.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

## FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment\*\* to:

**Chevron Griffin, Executive Assistant 3  
Management and Administration  
Reference Posting #153-15  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

**PSTMA@doh.state.nj.us**

\* Resumes received after the closing date MAY be considered if the position is not filled.

\*\* NOTE: You can access the State of New Jersey Application for Employment at: [www.nj.gov/health/forms/dpf-663.pdf](http://www.nj.gov/health/forms/dpf-663.pdf)

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**